

Cabinet

26 March 2009



School Admission Arrangements September 2010 and Beyond

Key Decision Ref LLL/CYPS/15/08

Report of David Williams, Corporate Director, Children and Young People's Services

[Cabinet Portfolio Member for Children's Services, Councillor C Vasey]

Purpose of the Report

- 1 To consider the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2010/2011 academic year and beyond.

Background

- 2 The Authority is required to consult all Community and Voluntary Controlled Schools annually about its arrangements for the admission of pupils. Under the School Standards and Framework Act, 1998, Admission Authorities in the relevant area are also required to consult one another through the Admissions Forum arrangements.

Proposals and Consultation

Admission Criteria

- 3 On 28 August 2008 Cabinet received the findings of the Schools Adjudicator relating to the admissions criteria for Durham Johnston School. The School Adjudicator report had wider implications for school admissions, particularly in relation to Associated Transport as a criteria for admission, rurality and the use of distance as a tie-breaker. It was agreed that Officers should consult widely on admission arrangements for September 2010 and beyond.
- 4 This major consultation was launched at the beginning of the Autumn Term 2008. A list of consultees is attached at Appendix 2 and the proposals for consultation were:
 - Whether all Community Secondary Schools should have the same criteria for admission.
 - Whether the Authority should introduce catchment areas or 'feeder' primary schools.

- When there are more requests for places than those available, whether the following criteria be used to allocate places:

1. **Children in Public Care.**

2. **Medical Reasons**

Pupils with exceptional medical factors directly causing a need for a particular school.

3. **Sibling Links**

Pupils who have a brother or sister already attending the school and expected to be on roll at the school at the time of admission.

4. **Distance**

Priority will be given to those children who would have to travel the furthest distance to the next nearest school.¹

Footnote¹: 'School' means any Local Authority maintained secondary school or a DCSF maintained Academy

5 The following responses were received - 663 from parents, 15 from Head Teachers, 6 from County Councillors, 12 from School Governors and 24 from others. Not all respondees responded to every question. The following is a summary of responses with further details attached at Appendix 3.

6 80% of all respondents thought that all Community Secondary Schools should have the same criteria for admission. 60% thought catchment areas or feeder primary schools should be introduced, 63% thought that the proposed revised admission criteria were appropriate and in the right priority order and 38% wished to suggest different admission criteria.

7 Following modelling exercises, it became apparent that the wording of the last criterion of Distance could theoretically mean that, for example, a school in the centre of Durham City could be filled with children from the more rural parts of the County and pupils living locally would not gain a place.

8 During our consultation, towards the end of November 2008, Government announced that all admission authorities had to consult, for a minimum of 8 weeks, and by 1 March 2009, on admission arrangements. To comply, taking account of the above, the LA went back out to consultation on all admission arrangements and a modified definition of the 'Distance' criteria. This was:

- (a) For those children who have applied for a place at the nearest school to their home address, priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school¹.

- (b) For other children, priority will be given to those children who live nearest to the school applied for.

Footnote¹: 'School' means any Local Authority maintained secondary school or a DCSF maintained Academy

- 9 The intention being that the revised criterion would have the effect of allowing a greater number of pupils from rural areas an opportunity to gain a place at their preferred school than at present, whilst still allowing fair opportunity for local children in urban areas to gain admission to their preferred choice of school than under the criterion suggested in the initial consultation.
- 10 The following responses were received from the second consultation - 724 from parents, 4 from Head Teachers, 6 from County Councillors, 10 from School Governors and 29 from others - not all respondees responded to every question. The following is a summary of responses with further details at Appendix 4.
- 11 51% of all respondents thought that all Community Secondary Schools should have the same criteria for admission. 69% thought catchment areas and 80% thought feeder primary schools should be introduced, 40% thought that the proposed revised admission criteria were appropriate. There were no proposals put by the LA to amend the primary school admissions criteria.
- 12 Two parent groups were invited to participate in the consultations. These groups had been actively involved in the debate relating to the admissions criteria for Durham Johnston School. Both concluded that their preferred option is the use of Feeder Schools.
- 13 Members are asked to note that there is some evidence that many of the responses relate to parents of one school (Durham Johnston). Far fewer responses came from other areas of the County. Further, the views of some parents have appeared in more than one response. Therefore, whilst statistics show substantial support for the use of feeder schools, that support comes to a large and disproportionate extent from parents with children at Durham Johnston School.
- 14 All responses received during the consultation period have been made available to Cabinet to enable consideration of the views of all respondents. Copies of responses were placed in the Cabinet Office and Members Library with effect from 20 February 2009, and Members notified of this via e-mail on the same date.
- 15 Officers and some Head Teachers and Governors have concerns about the determination of particular feeder schools to secondary schools. It is considered that it would be impossible to reach consensus on these or on catchment areas. Any exercise to determine them could prove highly contentious. The use of feeder schools and catchment areas could result in parents seeking to transfer their children to 'more desirable' feeder schools, or geographical areas, in Years 4 or 5, or even earlier. It is evident that even if feeder schools or catchment areas were introduced there would still need to

be an oversubscription criteria. To introduce feeder primary schools or catchment areas for certain secondary schools and not others would be inequitable as children in some schools would potentially have a greater choice of school than pupils in other schools.

- 16 A Special Meeting of the Lifelong Learning Scrutiny Committee was convened on 4 November 2008 with the specific purpose of commenting on the consultation document. All Members of Overview and Scrutiny were invited to the meeting. A full copy of the minutes of the meeting can be found at Appendix 5.

Admission Limits (Planned Admission Numbers - PANS)

- 17 During the Autumn Term of 2008, the Local Authority consulted the Governing Bodies of Community and Voluntary Controlled Schools about the proposed admission limits for the 2010/2011 academic year.
- 18 The proposed admission limit for each Community and Voluntary Controlled School which has been accepted by the Governing Body is detailed in Appendix 6 to this report. In addition, the admission limits for Aided Schools, where notified, are attached for information.
- 19 A number of schools have submitted requests for an amendment to the admission limits. An explanation for these and whether Cabinet is recommended to approve or otherwise, is attached at Appendix 7.

Admissions Forum

- 20 On 3 March 2009, the Admissions Forum agreed the recommendations to Cabinet as detailed at point 23 of this report.

Statutory Requirements and Future Implications

- 21 It is a statutory requirement that admission arrangements for 2010/2011 are determined by 15 April 2009 and published (public notice in local newspapers) not later than 1 May 2009. The public notice must advise that objections can be made to the Office of the Schools Adjudicator. In the event of objections from parents or others the Adjudicator has the power to amend the Council's arrangements.

Risk Assessment

- 22 A risk assessment has been undertaken on the proposed Admission Arrangements for 2010/2011. There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2009 and published by 1 May 2009. Any parents or others unhappy with the Council's arrangements may object to the Adjudicator who can amend the Council's arrangements.

Recommendations

- 23 Cabinet is asked to consider the responses to consultation and agree the following recommendations:
- (i) That the proposed admission criteria for each and every Community and Voluntary Controlled School, as outlined in Appendix 8, be approved.
 - (ii) That the proposed admission limits for Community and Voluntary Controlled Schools, as outlined in Appendix 6, be approved.
 - (iii) That the admission limits, as recommended in Appendix 7, be approved.
 - (iv) That the Co-ordinated Admission Schemes, Primary and Secondary, at Appendix 9 be approved.

Background Papers

Returns from meetings of School Governing Bodies.

Returns from consultation exercises.

School Admissions Code/Regulations - DCSF December 2008/February 2009.

Minutes of the Special Meeting of the Lifelong Learning Scrutiny Committee - 4 November 2008

Contact: Maureen Clare Ext: 3535

Appendix 1: Implications

Local Government Review

None.

Finance

Admissions arrangements can impact on the number of surplus places in schools, the efficient use of resources and value for money.

Staffing

Implications at school level.

Equal and Diversity

The intention is to agree criteria which do not discriminate against any particular groups of young people eg those who live in rural areas.

Accommodation

Relates to best overall use of school buildings.

Crime and Disorder

None.

Sustainability

None.

Human Rights

None.

Localities

Relevant to localities.

Young People

This will impact on almost all young people aged 11 years as they transfer to secondary school.

Consultation

Schools Governing Bodies, Admissions Forum, Public Consultation.

Health

None.

Admission Arrangements September 2010 and Beyond

Consultees

1. Parents of children aged 5+, via Schools
2. Parents of children aged 2+, via early years settings
3. Head Teachers of all schools in County Durham
4. Governors (Chairs)
5. Neighbouring Authorities
6. Neighbouring Admissions Authorities (Schools)
7. Durham Admissions Authorities – Secondary
8. Durham Admissions Authorities – Primary
9. Diocese (3)
10. Parents Groups (Durham Johnston Comprehensive School) (2)
11. Other Parents Groups, via PTAs
12. Durham Admissions Forum
13. Neighbouring Admissions Fora
14. County Durham Elected Members
15. Groups with a disability
16. Service Families
17. Traveller Community
18. Parish, District and Town Councils
19. Children's Executive Board
20. Ethnic Minority Groups
21. Faith Communities
22. Colleges
23. County Durham MPs
24. PTAs
25. Citizen's Advice Bureau
26. Private and Independent Schools – Durham

N.B. A press statement was also released as well as a Public Notice placed in Northern Echo, Durham Advertiser, Darlington Advertiser and Evening Chronicle. The County Council website also publicised the consultation and facilitated on-line responses.

ADMISSION ARRANGEMENTS CONSULTATION (1st) FOR 2010 AND BEYOND

717 responses were received

(663 from parents, 15 from Head Teachers, 6 from County Councillors, 12 from School Governors and 24 from others - not all respondees responded to every question)

	No. of responses	Yes (No.)	No (No.)	Yes (%)	No (%)
P1 Do you agree that all community secondary schools should have the same criteria for admission?					
Parent	636	506	130	80%	20%
Head Teacher	13	11	2	85%	15%
County Councillor	6	5	1	83%	17%
School Governor	12	10	2	83%	17%
Other	22	19	3	86%	14%
All	689	551	138	80%	20%

P2 Do you think we should introduce catchment areas or 'feeder' primary schools?

Parent	626	375	251	60%	40%
Head Teacher	13	6	7	46%	54%
County Councillor	5	4	1	80%	20%
School Governor	12	8	4	67%	33%
Other	22	12	10	55%	45%
All	678	405	273	60%	40%

P3(a) Are the proposed revised admission criteria appropriate and are they in the right priority order?

Parent	610	376	234	62%	38%
Head Teacher	14	12	2	86%	14%
County Councillor	6	4	2	67%	33%
School Governor	11	10	1	91%	9%
Other	19	16	3	84%	16%
All	660	418	242	63%	37%

P3(b) Do you wish to suggest any different admission criteria?

Parent	593	232	361	39%	61%
Head Teacher	11	2	9	18%	82%
County Councillor	5	3	2	60%	40%
School Governor	8	1	7	13%	88%
Other	20	6	14	30%	70%
All	637	244	393	38%	62%

ADMISSION ARRANGEMENTS CONSULTATION (2nd) FOR 2010 AND BEYOND

773 responses were received

(724 from parents, 4 from Head Teachers, 6 from County Councillors, 10 from School Governors, 28 from others and 1 from an MP - not all respondees responded to every question)

	No. of responses	Yes (No.)	No (No.)	Yes (%)	No (%)
Community Secondary Schools					
1 Do you agree that all community secondary schools should have the same criteria for admission?					
Parent	719	361	358	50%	50%
Head Teacher	3	2	1	67%	33%
County Councillor	5	5	0	100%	0%
School Governor	6	5	1	83%	17%
Other	23	13	10	57%	43%
MP	0	0	0		
All	756	386	370	51%	49%
2 Do you think that we should introduce catchment areas ?					
Parent	698	485	213	69%	31%
Head Teacher	3	1	2	33%	67%
County Councillor	5	2	3	40%	60%
School Governor	8	4	4	50%	50%
Other	24	17	7	71%	29%
MP	0	0	0		
All	738	509	229	69%	31%

3 Do you think that we should introduce feeder primary schools?

Parent	706	568	138	80%	20%
Head Teacher	3	0	3	0%	100%
County Councillor	5	3	2	60%	40%
School Governor	10	8	2	80%	20%
Other	26	19	7	73%	27%
MP	1	1	0	100%	0%
All	750	598	152	80%	20%

4. Do you think that the revised admission criteria are appropriate?

Parent	692	273	419	39%	61%
Head Teacher	2	1	1	50%	50%
County Councillor	5	3	2	60%	40%
School Governor	7	4	3	57%	43%
Other	23	10	13	43%	57%
MP	0	0	0		
All	729	291	438	40%	60%

Overview and Scrutiny Response to the Consultation on Community Secondary Schools Admission Criteria

Introduction

A Special Meeting of the Lifelong Learning Scrutiny Committee was convened on 4 November 2008 with the specific purpose of commenting on the consultation document on the criteria for admission to Community Secondary Schools from September 2010 and beyond.

All Members of Overview and Scrutiny were invited to the meeting.

The Committee noted that since the consultation document had been published comments received have led to the proposed distance criteria being further developed namely:

1. Children who have applied for a place at the nearest school.
Priority will be given to those children who would otherwise have to travel the furthest distance to the next nearest school .
2. Other children.
Priority will be given to those children who live nearest to the school applied for.

Members noted the proposals for consultation, in particular the criteria to be used to allocate places. The following comments were made:

Over-Subscribed Schools

- The criteria would only apply if schools were over-subscribed. Currently 6 community schools out of 36 secondary schools in the county were over-subscribed. The amount they are over-subscribed varies from a few to around 20. When the admission limits are set they should be at the right level to accommodate all those likely to request to go there as far as possible and within physical capacity to accommodate students.

Family/Sibling Links

- Criteria 3 of the consultation proposals were felt to be appropriate. However, members felt that a family/sibling link should not apply to those children in a schools sixth form. Currently Durham Johnston School and others schools criteria on this differ and all schools should have the same criteria.

Fair and Equitable: Distance

- Currently there are differences in the criteria applied to Durham Johnston School as to all the other community schools in the county. It was felt that the same criteria should apply to all community schools in the county, and that the criteria seeks to redress the disadvantages for those children living in an area of deprivation.

- Having said that there is concern that depending on the geography of an area, and how close schools are together it may be that someone living close to a school may not get a place when someone living far away may. The example provided was that pupils living in the Dales may be able to get a place at Durham Johnston School before someone living next door to the school. It was pointed out that the revised distance definition, if adopted, would resolve this.

New Buildings

- The criteria drawn up must have regard to the changes that are likely to occur as new schools are being built possibly on different sites, to the school amalgamations, and new house builds. It could be that children from areas that were historically able to get a place into a school may no longer. They would have to build schools which are the right size and ensure that admissions limits are set at the right level.

Specialist Schools

- A great deal of schools already have a specialist status, i.e. science, language, sport, and these schools should be able to accommodate pupils from the catchment area as well as those pupils who would like to attend a particular school due to its specialism. Members noted that the appeals mechanism could be used to seek a place on that basis, however, the appeals should be monitored and if there were a high number, measures would need to be taken to address this.

Feisal Jassat
Head of Overview and Scrutiny
DCC

ADMISSION LIMITS / PUBLISHED ADMISSION NUMBERS (PANS)

Area	School	Proposed Admission Limit	Limit Suggested by Governors	Recommendations
1	Annfield Plain Infant	40	40	Approve
1	Annfield Plain Junior	45	45	Approve
1	Beamish Primary	13	13	Approve
1	Benfieldside Primary	51	51	Approve
1	Bullion Lane Primary	45	45	Approve
1	Burnhope Primary	12	12	Approve
1	Burnside Primary	30	30	Approve
1	Castleside Primary	17	17	Approve
1	Catchgate Primary	38	38	Approve
1	Cestria Primary	60	60	Approve
1	Chester-le-Street CE Junior	60	60	Approve
1	Collierley Primary	15	15	Approve
1	Consett Infant School and Nursery Unit	42	42	Approve
1	Delves Lane Junior	42	42	Approve
1	Ebchester CE Primary	15	15	Approve
1	East Stanley Primary	35	35	Approve
1	Lanchester EP Primary	38	38	Approve
1	Leadgate Junior	30	30	Approve
1	Lumley Junior	49	49	Approve
1	Moorside Primary	21	21	Approve
1	Newker Primary	60	60	Approve
1	Ouston Infant	40	40	Approve
1	Ouston Junior	52	52	Approve
1	Pelton Community Primary	51	51	Approve
1	Pelton Roseberry Primary	49	49	Approve
1	Sacrison Infant School	46	46	Approve
1	Sacrison Junior	60	60	Approve
1	Shotley Bridge Infant	45	45	Approve
1	Shotley Bridge Junior	40	40	Approve
1	South Pelaw Infant	60	60	Approve
1	South Stanley Infant	50	50	Approve
1	South Stanley Junior	52	52	Approve
1	Tanfield Lea Community Primary	38	38	Approve
1	The Grove Primary	25	25	Approve
1	West Pelton Primary	15	15	Approve
1	Woodlea Primary	30	30	Approve
1	Langley Park Primary	42	42	Approve
1	Bloemfontein Primary	16	16	Approve
1	Greenland Community Primary	51	51	Approve
1	Delves Lane Infant	40	40	Approve
1	Leadgate Infant	30	30	Approve
1	Lumley Infant and Nursery	40	40	Approve
1	Shield Row Primary	27	27	Approve
2	Broom Cottages Primary and Nursery	45	45	Approve
2	Butterknowle Primary	12	12	Approve
2	Byers Green Primary	15	15	Approve

Area	School	Proposed Admission Limit	Limit Suggested by Governors	Recommendations
2	Chilton Primary	50	50	Approve
2	Cleves Cross Primary	30	30	Approve
2	Cockfield Primary	17	17	Approve
2	Cockton Hill Junior	61	61	Approve
2	Copeland Road Primary	20	20	Approve
2	Coundon Primary	28	28	Approve
2	Coxhoe Primary	30	30	Approve
2	Dean Bank Primary	34	34	Approve
2	Prince Bishops Community Primary	30	30	Approve
2	Escomb Primary	30	30	Approve
2	Evenwood CE Primary	17	17	Approve
2	Ferryhill Station Primary	16	16	Approve
2	Forest-of-Teesdale Primary	5	5	Approve
2	Ingleton CE (Controlled) Primary	12	12	Approve
2	King Street Primary	34	34	Approve
2	Kirk Merrington Primary	11	11	Approve
2	Middlestone Moor Primary	30	30	Approve
2	North Park Primary	30	30	Approve
2	Middleton in Teesdale Primary	16	16	Approve
2	Oxclose Primary	34	34	Approve
2	Ramshaw Primary	11	11	Approve
2	Rosa Street Primary	37	37	Approve
2	St Anne's CE (Controlled) Primary	30	30	Approve
2	Staindrop CE Primary	25	25	Approve
2	Startforth Morrith Memorial CE (Controlled) Primary	25	25	Approve
2	St. Helen Auckland Primary	20	20	Approve
2	Thornhill Primary	30	30	Approve
2	Timothy Hackworth Primary	57	57	Approve
2	Toft Hill Primary	23	23	Approve
2	Tudhoe Colliery Primary	22	22	Approve
2	West Cornforth Primary	26	26	Approve
2	Woodhouse Community Primary	30	30	Approve
2	Gainford Primary	12	12	Approve
2	St Andrew's Primary	21	21	Approve
3	Bearpark Primary	18	18	Approve
3	Belmont CE (Controlled) Junior	45	45	Approve
3	Belmont Cheveley Park Primary	30	30	Approve
3	Belmont Infant	42	42	Approve
3	Bowburn Junior	52	52	Approve
3	Brandon Community Primary	58	58	Approve
3	Cassop Primary	17	17	Approve
3	Crook Primary	53	53	Approve
3	Esh Winning Primary	45	45	Approve
3	Ludworth Primary	12	12	Approve
3	Browney Primary	14	14	Approve
3	Woodland Primary	6	6	Approve

Area	School	Proposed Admission Limit	Limit Suggested by Governors	Recommendations
3	Framwellgate Moor Primary	30	30	Approve
3	Gilesgate Primary	30	30	Approve
3	Hamsterley Primary	7	7	Approve
3	Hartside Primary	30	30	Approve
3	Hunwick Primary	25	25	Approve
3	Kelloe Primary	20	20	Approve
3	Langley Moor Primary	30	30	Approve
3	Laurel Avenue	18	18	Approve
3	Nettlesworth Primary	15	15	Approve
3	Neville's Cross Primary	34	34	Approve
3	New Brancepeth Primary	17	17	Approve
3	Newton Hall Infant	60	60	Approve
3	Peases West Primary	17	17	Approve
3	Pittington Primary	25	25	Approve
3	Rookhope Primary	6	6	Approve
3	Sherburn Hill Primary	12	12	Approve
3	Sherburn Village Primary	27	27	Approve
3	Shincliffe CE (Controlled) Primary	30	30	Approve
3	Stanley Crook Primary	12	12	Approve
3	St John's Chapel Primary	8	8	Approve
3	Stanhope Barrington CE Primary	23	23	Approve
3	Sunnybrow Primary	17	17	Approve
3	Tow Law Millenium Primary	17	17	Approve
3	Wearhead Primary	6	6	Approve
3	Willington Primary	30	30	Approve
3	Witton-le-Wear Primary	14	14	Approve
3	Wolsingham Primary	33	33	Approve
4	Acre Rigg Infant	63	63	Approve
4	Acre Rigg Junior	67	67	Approve
4	Aycliffe Village Primary	17	17	Approve
4	Blackhall Colliery Primary	55	55	Approve
4	Byerley Park Primary	30	30	Approve
4	Cotsford Infant	45	45	Approve
4	Cotsford Junior	41	41	Approve
4	Dene House Primary	45	45	Approve
4	Seaview Primary	45	45	Approve
4	Easington CE (Controlled) Primary	17	17	Approve
4	Easington Colliery Primary	81	81	Approve
4	Hardwick Primary	30	30	Approve
4	Horndale Infant	50	50	Approve
4	Howletch Lane Primary	54	54	Approve
4	Deaf Hill Primary	19	19	Approve
4	Hesleden Primary	19	19	Approve
4	Murton Community Primary	68	68	Approve
4	New Seaham Primary	38	38	Approve
4	Ropery Walk Primary	34	34	Approve
4	Seaham Trinity Primary	55	55	Approve
4	Sedgefield Primary	30	30	Approve
4	Shotton Hall Junior	75	75	Approve

Area	School	Proposed Admission Limit	Limit Suggested by Governors	Recommendations
4	Shotton Hall Infant	50	50	Approve
4	Shotton Primary	58	58	Approve
4	South Hetton Primary	33	33	Approve
4	Stephenson Way Community Primary	55	55	Approve
4	Sugar Hill Primary	60	60	Approve
4	Thornley Primary	21	21	Approve
4	Trimdon Grange Infant and Nursery	28	28	Approve
4	Trimdon Junior	67	67	Approve
4	Trimdon Village Community Infant	30	30	Approve
4	Vane Road Primary	51	51	Approve
4	Westlea Primary	34	34	Approve
4	Wheatley Hill Community Primary	30	30	Approve
4	Woodham Burn Community Primary	43	43	Approve
4	Yohden Primary	30	30	Approve
4	Seascape Primary	55	55	Approve

Community Secondary School	Proposed Admission Limit	Limit Suggested by Governors	Recommendation
Moorside Community Technology College	120	120	Approve
Park View Community	232	232	Approve
Roseberry Sports and Community College	167	167	Approve
Bishop Barrington School	158	158	Approve
King James I Community College	161	161	Approve
Spennymoor Comprehensive	140	140	Approve
Teesdale School	167	167	Approve
Durham Johnston Comprehensive	232	232	Approve
Durham Gilesgate Sports College and Sixth Form Centre	95	95	Approve
Parkside Comprehensive	180	180	Approve
Seaham School of Technology	230	230	Approve
Ferryhill Business and Enterprise College	152	152	Approve
Sedgefield Community College	170	170	Approve
Wellfield Community School - Specialist Maths and Computing College	240	240	Approve
Greenfield School Community and Arts College	158	158	Approve
Dene Community School of Technology	167	167	Approve
Woodham Community Technology College	221	221	Approve

Area	Aided / Foundation School	Proposed Limit	Limit Proposed by Governing Body (if notified)
1	Hermitage School	165	165
1	St Bede's RC Voluntary Aided, Lanchester	195	210
2	St John's RC Voluntary Aided, Bishop Auckland	201	
3	St Leonard's Catholic School, Durham	217	225
4	St Bede's Catholic Comprehensive School, Peterlee	187	187
1	All Saints Catholic Voluntary Aided Primary, Lanchester	18	18
1	Bishop Ian Ramsey CE (Aided) Primary	25	25
1	Our Lady and St Joseph's RC Voluntary Aided Primary, Brooms	17	17
1	St Bede's RC Voluntary Aided Primary, Sacriston	11	11
1	St Benet's RC Voluntary Aided Primary, Ouston	30	30
1	St Cuthbert's RC Voluntary Aided Primary, Chester-le-Street	41	30
1	St Joseph's RC Voluntary Aided Primary, Stanley	28	30
1	St Mary's RC Voluntary Aided Primary, Blackhill	37	
1	St Mary's RC Voluntary Aided Primary, South Moor	15	15
1	St Patrick's RC Voluntary Aided Primary, Consett	50	50
1	St Patrick's RC Voluntary Aided Primary, Dipton	22	25
1	St Pius X RC Voluntary Aided Primary, Consett	12	12
2	Bowes Hutchinson's Endowed CE Primary	8	10
2	St Chad's RC Voluntary Aided Primary, Witton Park	14	
2	St Charles RC Voluntary Aided Primary, Tudhoe	30	30
2	St John's Church of England Aided Primary, Shildon	37	30
2	St Joseph's RC Voluntary Aided Primary, Coundon	15	
2	St Mary's RC Voluntary Aided Primary, Barnard Castle	12	15
2	St Wilfrid's RC Voluntary Aided Primary, Bishop Auckland	30	
3	Blessed John Duckett RC Voluntary Aided Primary	12	12
3	Blue Coat CE Aided Junior	60	60
3	Esh CE Aided Primary	12	12
3	Our Lady and St Thomas RC Voluntary Aided Primary, Willington	17	17
3	Our Lady Queen of Martyrs' RC Voluntary Aided Primary, Newhouse	12	12
3	St Cuthbert's RC Voluntary Aided Primary, Crook	27	30
3	St Godric's RC Voluntary Aided Primary, Durham	30	30
3	St Hild's College CE Aided Primary, Durham	25	30
3	St Joseph's RC Voluntary Aided Primary, Ushaw Moor	16	16
3	St Joseph's RC Voluntary Aided Primary, Durham	21	20
3	St Michael's RC Voluntary Aided Primary, Esh Laude	22	22
3	St Oswald's CE Aided Infant	29	29
3	St Patrick's RC Voluntary Aided Primary, Langley Moor	15	15
3	St Thomas More RC Voluntary Aided Primary, Belmont	17	17

Area	Aided / Foundation School	Proposed Limit	Limit Proposed by Governing Body (if notified)
4	Bishop Middleham CE Aided Primary	17	21
4	Our Lady of Lourdes RC Voluntary Aided Primary, Shotton	16	18
4	Our Lady of the Rosary RC Voluntary Aided Primary, Peterlee	45	45
4	Our Lady Star of the Sea RC Voluntary Aided Primary, Horden	21	16
4	St Cuthbert's RC Voluntary Aided Primary, New Seaham	30	30
4	St Francis CE Aided Junior, Newton Aycliffe	41	41
4	St Godric's RC Voluntary Aided Primary, Thornley	17	15
4	St Joseph's Catholic Primary, Murton	12	17
4	St Joseph's RC Voluntary Aided Primary, Blackhall	13	13
4	St Joseph's RC Voluntary Aided Primary, Newton Aycliffe	25	25
4	St Mary Magdalen RC Voluntary Aided Primary, Seaham	25	30
4	St Mary's RC Voluntary Aided Primary, Newton Aycliffe	30	30
4	St Mary's RC Voluntary Aided Primary, Wingate	12	12
4	St William's RC Voluntary Aided Primary, Trimdon	18	18

SCHOOLS WHERE GOVERNING BODIES HAVE REQUESTED A CHANGE IN THE ADMISSION LIMIT / PUBLISHED ADMISSION NUMBER (PAN)

Area	School	Re-assessed Admission Limit	Limit Suggested by Governors	Reason for Request	Recommendation
1	Edmondsley Primary	21	22	To enable the school to accommodate all local applicants.	The school is regularly over-subscribed. Approve an admission limit of 22 pupils.
1	Plawsworth Infant	30	20	The school are working towards reduced physical capacity in response to falling rolls.	Approve an admission limit of 20 pupils.
1	Consett Junior	44	48	Consett is a growing community with a number of new housing developments in the area.	The number of local applicants has risen slightly over the past year. Approve an admission limit of 48 pupils.
1	Witton Gilbert Primary	25	27	School is working with the Pre-School Partnership and anticipate this will lead to an increase in pupil numbers.	There is evidence of a decrease in pupil numbers for future years. Approve an admission limit of 25 pupils.
1	Bournmoor Primary	16	20	School is anticipating a large year group for 2010/11 – information from Nursery list	16 is the maximum admission limit based on the maximum capacity of the school. Approve admission limit of 16.
1	Burnopfield Primary	53	50	Admission limit of 50 is in line with maximum capacity.	Approve an admission limit of 50
1	Red Rose	34	30	Building has been re-measured and there are difficulties in managing class size. There are limitations on teaching provision.	Admission limit of 34 is in line with minimum workspace limit. Approve an admission limit of 34

Area	School	Re-assessed Admission Limit	Limit Suggested by Governors	Reason for Request	Recommendation
1	Fyndoune Community College	145	115	The school feels that a limit of 115 pupils is the maximum number that can be accommodated following a change of use of facilities.	The school is under-subscribed in all year groups. Approve an admission limit of 115 pupils.
1	Greencroft School	181	160	The physical capacity of the school does not allow for an intake of 181.	Approve an admission limit of 160 pupils.
1	Tanfield Comprehensive	150	138	The school feels the current limit of 138 is the maximum number of pupils the school can accommodate following the removal of surplus places.	Approve an admission limit of 138 pupils.
1	Stanley School of Technology	171	160	School has surplus places and falling rolls.	Approve an admission limit of 160
1	Consett Community Sports School	197	175	The school has falling rolls and is working towards the removal of surplus places.	The school is under-subscribed in all year groups. Approve an admission limit of 175 pupils.
2	Etherley Lane Primary	38	42	The Governors feels that they are unable to properly serve the needs of their local community as they believe pupils residing within a reasonable distance of the school would consider it their local school and should be able to send their children there.	An increase could impact on other schools in the area. An admission limit of 38 is the maximum based on capacity. Approve an admission limit of 38 pupils.
2	Cockton Hill Infant	61	60	To enable the school to comply with Key Stage 1 class size legislation.	Approve an admission limit of 60 pupils.
2	Montalbo Primary	11	12	The school feel that an admission limit of 12 pupils would enable the school to accommodate all local applicants.	The school is regularly over-subscribed. Approve an admission limit of 12 pupils.
2	Oakley Cross	17	20	School is regularly oversubscribed.	Previous data suggests local pupils are regularly admitted on appeal. Approve an admission limit of 20 pupils.

Area	School	Re-assessed Admission Limit	Limit Suggested by Governors	Reason for Request	Recommendation
2	Cotherstone Primary	14	12	Physical capacity of the school has changed therefore 12 more accurately reflects this.	Net capacity of the school is 103 therefore an admission limit of 14 is in line with net capacity. Approve an admission limit of 14
2	Green Lane CE Primary	61	45	The school has re-organised accommodation throughout the building leading to year groups of 45 pupils. The school feel that this would be the optimum number for organising mixed age classes in the future.	The school is under-subscribed in all year groups. Approve an admission limit of 45 pupils.
2	Tudhoe Grange School	185	180	Classes at the Lower School cannot accommodate more than 30 pupils and there is neither the space nor resources to create a seventh class.	Appeal statements prepared by the LA endorse the fact that classrooms in the Lower School cannot accommodate more than 30 pupils. Approve an admission limit of 180 pupils.
2	Staindrop Comprehensive	135	128	Specialist rooms, including Science and Technology are operating at maximum capacity with an admission limit of 128. The school has difficulty in meeting the curriculum requirements relating to sport during inclement weather and there are health and safety issues, particularly during break times.	This would help the school address those issues identified. Only one year group has exceeded 128 pupils. Approve an admission limit of 128 pupils.
3	Shotton Hall School	240	200	School is reducing capacity due to new build coming on line.	Admission limit of 200 would be in line with the proposed capacity of the school. Approve an admission limit of 200.

Area	School	Re-assessed Admission Limit	Limit Suggested by Governors	Reason for Request	Recommendation
3	Sunnydale Community College for Maths and Computing	190	130	Physical changes to the structure of the college indicate that the college would benefit from a reduction in its proposed admission limit thereby allowing it to better fulfil the needs of a reduced number of students.	This would help the school address those issues identified. Approve an admission limit of 130 pupils.
3	Frosterley Primary	10	12	Patterns suggest a consistent level to be kept at 12 for future years.	Approve an admission limit of 12 pupils.
3	Silver Tree Primary	28	30	Building capacity is 30.	Building capacity is 28 Approve an admission limit of 28 pupils.
3	Bowburn Infant	51	56	An admission limit of 56 meets the needs of the community more accurately.	An admission limit of 56 is in line with the maximum capacity of the school. Approve an admission limit of 56.
3	West Rainton Primary	19	20	The limit needs to increase because of new housing developments in the catchment area.	Based on the maximum number of workplaces available an admission limit of 20 is appropriate. Approve an admission limit of 20 pupils.
3	Finchale Primary	35	30	The school feel that an admission number of 30 pupils would be appropriate for planning, use of space and development of the school.	The school moved to one site. The school should be able to meet the needs of the local community with a limit of 30 pupils. Approve an admission limit of 30 pupils.
3	Willington CE Primary	24	27	The school is regularly over-subscribed.	The number of local applicants has risen slightly over the past year. Approve an admission limit of 27 pupils.
3	Durham St Margaret's CE Primary	42	44	Past experience has shown that this helps to alleviate the problems caused by the transient population which exists in the area near to the school.	The school is regularly over-subscribed. Approve an admission limit of 44 pupils.

Area	School	Re-assessed Admission Limit	Limit Suggested by Governors	Reason for Request	Recommendation
3	Howden Le Wear Primary	12	15	Current projected numbers support an increase in admission limit.	Physical capacity of school indicates 12 is maximum admission limit. Approve an admission limit of 12.
3	Wolsingham School and Community College	161	150	The Governing Body feels that an admission limit of 150 pupils is the maximum limit that the school can accommodate in order to maintain an effective 5 form entry.	The school would not be over-subscribed with a limit of 150 pupils. Approve an admission limit of 150 pupils.
3	Belmont Comprehensive	164	175	Changes to admissions in 2009 and the ability to admit more pupils prompts request for increase.	Admission limit of 164 is in line with the maximum capacity of the school. Approve an admission limit of 164 pupils.
3	Framwellgate School Durham	199	210	To continue the current limit of 210 pupils.	The school is frequently over-subscribed. Approve an admission limit of 210 pupils.
3	Durham Community Business College for Technology and Enterprise	138	115	A change in use of facilities within the school buildings.	Approve an admission limit of 115 pupils.
4	Wingate Infant	40	50	Increase in housing development in village, therefore, increase in families moving in to area. More than this number last year due to appeals.	The number of local applicants has risen slightly over past year. Approve an admission limit of 50 pupils.
4	Fishburn Primary	29	30	Would like an admission limit of 30 to match infant class sizes. Fishburn is expanding and Fishburn children only have the choice of one school in the village.	This would help with overall distribution of pupils across school. Approve an admission limit of 30 pupils.
4	Hutton Henry Primary	8	10	Higher intake anticipated - to prevent those living in catchment area having to appeal for a place.	The majority of year groups are under-subscribed and projected numbers indicate an admission limit of 8 pupils would still enable the school to meet local needs. Approve an admission limit of 8 pupils.

Area	School	Re-assessed Admission Limit	Limit Suggested by Governors	Reason for Request	Recommendation
4	Wingate Junior	45	55	Increased residential developments in local community. Increased cohort of pupils from feeder Infant School. This change to cope with increased pupil numbers in the community.	Approve an admission limit of 55 pupils.
4	Easington Community School	198	170	Decrease in numbers expected on roll.	Approve an admission limit of 170

ADMISSION CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY AND SECONDARY SCHOOLS

When there are more requests for places than those available, the following be used to allocate places strictly in order of priority:

Community and Voluntary Controlled Primary Schools

1. **Children in public care.**
2. **Medical Reasons**
Pupils with very exceptional medical factors directly related to school placement.
3. **Family Links**
Pupils who have a brother or sister already attending the preferred school or associated school on the same site, and who is expected to be on roll at the time of admission.
4. **Distance**
Pupils who live nearest the preferred school measured by the shortest walking route. This will be based on the parents' address.

Community and Voluntary Controlled Secondary Schools

1. **Children in public care.**
2. **Medical Reasons**
Pupils with very exceptional medical factors directly related to school placement.
3. **Family Links**
Pupils who have a brother or sister already attending the school and expected to be on roll at the school at the time of admission.
4. **Distance**
 - (a) For those children who have applied for a place at the nearest school to their home address, priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school¹.
 - (b) For other children, priority will be given to those children who live nearest to the school applied for.

Footnote¹: 'School' means any Local Authority maintained secondary school or a DCSF maintained Academy. Distance will be measured by the shortest walking route.

DURHAM LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2002 and applies to all maintained primary schools in County Durham.

The proposed Co-ordinated Admission Scheme for Durham Local Authority is set out below and complies with the changes introduced in the new School Admissions code which reflects new legislation laid out in the Education and Inspections Act 2006. The dates relating to the admissions process for the school year 2010/2011 are attached at Annex 1.

A separate scheme exists in relation to secondary schools.

Interpretation

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“The schools” means all community, voluntary controlled or voluntary aided primary schools which are maintained by the LA.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2010.

The LA will include in its admission arrangements for the 2010/11 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2010/11 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except special school) and took effect from September 2004.

PART 1 - THE SCHEME

1. There will be a common application form supplied by the LA for the purpose of enabling parents to express up to three preferences for their child to be admitted to a maintained primary, infant and, where appropriate junior school in County Durham for the academic year 2010/2011.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents wishing to express a preference for their child to be admitted to a maintained school within the LA area (including Voluntary Aided Schools).
3. The common application form will invite the parent to express up to three preferences in the order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority or on behalf of the admission authority of a Voluntary Aided School was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and from all primary schools in County Durham and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Common Application Forms

9. Completed common application forms should be returned to the LA by 23 October 2009.

10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 15 January 2010, the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the common application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham commencing in primary education in September 2010 who applies for a place at a maintained school. The LA will also make the offer of a school place to the parent of any child living in another Authority who applies for a place at a maintained primary school in County Durham and where a place is available.
12. The LA will determine the offer of a potential place for county and voluntary controlled schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools, the Governing Body of the school, as the Admission Authority, will inform the LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 30 November 2009, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the common application form, **excluding parental preference information**.
14. By 11 January 2010, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria, of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked list of the other schools nominated.
15. By 2 February 2010, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.

16. No later than 19 February 2010 the LA will inform all the relevant infant, junior and primary schools in County Durham of the pupils to be offered places, and informs other LAs of places in County Durham schools to be offered to their residents.
17. On 22 February 2010, the LA will write to all parents to whom the offer of a place can be made, notifying them of the offer of a place at:
 - (a) one of the preferences on the common application form; or
 - (b) the nearest suitable school with places available.
18. The LA's letter will inform parents that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Unless the LA is notified to the contrary by 17 March 2010, it will be assumed that parents are satisfied with the offer of a place. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 24 March 2010 the LA will reallocate any places that may have become available since 22 February 2010, giving priority to parents as follows:
 - those who have not been offered any school place, for example applications which were received late for good reason (see paragraph 10 of the Scheme); then
 - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form; then
 - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 22 February 2010; and then
 - applications which were received late for no good reason.

Waiting Lists

21. Parents may be able to be kept on a waiting list of parents to be offered places if they become available after 24 March 2010 at any school for which they have unsuccessfully expressed a preference on the common application form. The waiting lists for all schools will be maintained by the LA and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained by the Local Authority throughout the school year.

PART 2 - LATE APPLICATIONS

22. Applications received after the allocation procedure has begun on 15 January 2010 will be considered after the allocation period has ended but before 22 February 2010. As far as possible late applications received prior to 16 February will be offered a school place on 22 February.
23. For applications received between 22 February 2010 and the end of the summer term 2010, offer/refusal letters will be sent out within 14 days of the LA receiving the common application form. Applications made direct to any school on the common application form must be forwarded to the LA immediately. The LA will enter the details onto its central database, issue a copy of the application form to the relevant admission authority, and after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank with a place available, or if this is not possible at the nearest suitable school that has a place available.

PART 3 - CASUAL ADMISSIONS

24. Applications received after 1 September 2010, and for places in year groups other than the normal year of entry to infant, junior or primary school, will be treated as casual admissions. These applications should be made on the common application form and sent to the LA, which will
 - determine any application for a community or voluntary controlled school for which it is the admission authority; and
 - if the application is for a voluntary aided school, refer the application to the Governing Body of the school, which will make a determination and notify both the parent and the LA. Parents who are refused admission must be offered the right of appeal.

Timetable for Admissions to Primary Schools - September 2010

- | | | |
|-------------------|---|---|
| 14 September 2009 | - | Information Booklet and Common Application Form issued to parents. |
| 23 October 2009 | - | Closing date for return of forms. |
| 30 November 2009 | - | LA sends copies of Application Forms to Aided Schools. |
| 11 January 2010 | | Aided Schools provide the LA with ranked list of applicants. |
| 2 February 2010 | - | LA allocates places in accordance with paragraph 15 of the Schedule |
| 19 February 2010 | - | LA informs schools of the final results |
| 22 February 2010 | - | LA makes offers to parents. |
| 17 March 2010 | - | Deadline for parents to accept the offer of a school place. |
| 24 March 2010 | - | Any places that become available are offered to parents in priority order in accordance with paragraph 20 of this Scheme. |

ANNEX 2

The Governing Bodies of the Voluntary Aided Schools listed below are Admission Authorities to which this scheme applies:

All Saints' Catholic VA Primary
Bishop Ian Ramsey CE Primary
Bishop Middleham CE Primary
Blessed John Duckett RCVA Primary
Blue Coat CE Junior
Bowes Hutchinson CE Primary
Esh CE Primary
Our Lady & St Joseph's RCVA Primary, Brooms
Our Lady & St Thomas RCVA Primary
Our Lady of Lourdes RCVA Primary
Our Lady of the Rosary RCVA Primary
Our Lady Queen of Martyr's RCVA Primary
Our Lady Start of the Sea RCVA Primary
St Bede's RCVA Primary
St Benet's RCVA Primary
St Chad's RCVA Primary
St Charles' RCVA Primary
St Cuthbert's RCVA Primary, New Seaham
St Cuthbert's RCVA Primary, Chester-le-Street
St Cuthbert's RCVA Primary, Crook
St Francis CE Aided Junior
St Godric's RCVA Primary, Durham
St Godric's RCVA Primary, Thornley
St Hild's College CE Aided
St John's CE Aided Primary
St Joseph's RCVA Primary, Stanley
St Joseph's RCVA Primary, Coundon
St Joseph's RCVA Primary, Newton Aycliffe
St Joseph's RCVA Primary, Ushaw Moor
St Joseph's RCVA Primary, Gilesgate
St Joseph's RCVA Primary, Murton
St Joseph's RCVA Primary, Blackhall
St Mary Magdalen RCVA Primary
St Mary's RCVA Primary, South Moor
St Mary's RCVA Primary, Blackhill
St Mary's RCVA Primary, Barnard Castle
St Mary's RCVA Primary, Newton Aycliffe
St Mary's RCVA Primary, Wingate
St Michael's RCVA Primary
St Oswald's C.E. (Aided) Infant
St Patrick's RCVA Primary, Dipton
St Patrick's RCVA Primary, Consett
St Patrick's RCVA Primary, Langley Moor
St Pius X RCVA Primary
St Thomas More RCVA Primary
St Wilfrid's RCVA Primary
St William's RCVA Primary

**DURHAM LOCAL AUTHORITY
CO-ORDINATED ADMISSION SCHEME - SECONDARY SCHOOLS**

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (Secondary) (England) Regulations 2002 and applies to all maintained secondary schools in County Durham.

The proposed Co-ordinated Admission Scheme for Durham LA is set out below and complies with the changes introduced in the new School Admissions code which reflects new legislation laid out in the Education and Inspections Act 2006. The dates relating to the admissions process for the school year 2010/11 are attached at Annex 1.

A separate scheme exists in relation to primary schools.

Interpretation

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“The schools” means all community or voluntary aided secondary schools which are maintained by the LA.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2010.

The LA will include in its admission arrangements for the 2010/11 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2010/11 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every secondary school in the LA area (except special school) and took effect from September 2004.

Part 1 - The Scheme

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a county secondary school or Voluntary Aided secondary school in County Durham or to a school or schools in another LA for the academic year 2010/2011.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a maintained secondary school within the LA area (including Voluntary Aided schools);
 - (b) to be admitted to a school located in another LA's area (including Voluntary Aided and foundation schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority, or on behalf of the admission authority of a Voluntary Aided School was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is issued to the parent of every child living in County Durham who is due to transfer to secondary education in September 2010 and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Application Forms

9. Completed common application forms should be returned to the LA by 23 October 2009 via primary schools so that the LA can keep track of parents who do not complete a common application form.
10. Completed common application forms which are received for good reason after the closing date will be accepted provided they are received before 25 January 2010, the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just move into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the application form

11. The LA will make the offer of a secondary school place to the parent of every child living in County Durham transferring to secondary education in September 2010 who applies for a place at a maintained school.
12. The LA will determine the potential offer of a place for county secondary schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools, or schools in another Local Authority, the relevant Admission Authority will inform Durham LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 23 November 2009, the LA will provide the Admission Authority for each of the schools indicated on the application form with a copy of the application form, **excluding parental preference information**.
14. By 25 January 2010, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked lists of the other schools nominated.
15. By 8 February 2010, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.

16. No later than 25 January 2010 the LA will inform other LAs of places in County Durham Schools to be offered to their residents and on 22 February 2010 the LA will inform its secondary schools of the pupils to be offered places at their schools.
17. On 1 March 2010, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
 - (a) one of the preferences on the common application form; or
 - (b) the nearest appropriate and/or suitable school with places available
18. The LA's letter will inform parents that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided and Foundation Schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Unless the LA is notified to the contrary by 15 March 2010 it will be assumed that parents are satisfied with the offer of a place. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 26 March 2010 the LA reallocates any places that may have become available since 1 March giving priority to parents as follows:
 - those who have not yet been offered any school place, for example applications which were received late for good reason (see paragraph 10 of this Scheme); then
 - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form; then
 - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 1 March 2010; and then
 - applications which were received late for no good reason.

Waiting Lists

21. Parents may ask to be kept on a waiting list of parents to be offered places if they become available after 26 March 2010 at any school to which they have unsuccessfully expressed a preference on the common application form. The waiting lists for all schools will be maintained by the LA and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained by the LA throughout the school year.

Part 2 - Late Applications

22. Applications received after the allocation procedure has begun on 25 January 2010 will be considered after the allocation period has ended but before 1 March. As far as possible late applications received prior to 1 March will be offered a school place on 1 March.
23. Where an application has not been received by 1 March 2010, the LA will offer a place at the nearest school with places available.
24. For applications received between 1 March 2010 and the end of the Summer term 2010, offer/refusal letters will be sent out within 14 days of the LA receiving the application form. Applications must be made directly to the LA who will make appropriate arrangements to issue a common application form which must be completed and returned to the LA. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

Part 3 - Casual Admissions

25. Applications received after 1 September 2010 will be treated as casual admissions.
 - (i) If the applicant already attends a County Durham mainstream secondary school and resides in County Durham, they must contact the LA for a Secondary School Transfer form which must be completed and returned to the LA.
 - (ii) If the applicant is moving from another LA area into County Durham, they must contact the LA for a common application form which must be completed and returned to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parents order of preference that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.
26. Applications for places in curriculum years 8-11 will be treated as casual admissions and the same processes as described in paragraph 25 will apply.

Timetable for Admissions to Secondary Schools - September 2010

14 September 2009	Information Booklet and Common Application Form issued to parents
23 October 2009	Closing date for return of forms to the LA from relevant infant/junior/primary schools
23 November 2009	LA send copies of Application Forms to VA Schools and neighbouring LAs.
25 January 2010	VA Schools and Admission Authority for neighbouring LA schools will provide the LA with ranked list of applicants.
(↓)	<i>(On-going exchange of information between admission authorities)</i>
8 February 2010	LA allocates places in accordance with paragraph 15 of the Schedule and informs other LAs of places in County Durham to be offered to their residents.
22 February 2010	LA informs its secondary schools of the pupils to be offered places at their schools.
1 March 2010	LA makes offer to parents.
15 March 2010	Deadline for parents to accept the offer of a school place.
26 March 2010	Any places that become available are offered to parents in priority order in accordance with paragraph 20 of this Scheme.

ANNEX 2

The Governing Bodies of the RCVA Schools listed below are Admission Authorities to which this scheme applies:

St Bede's Catholic Comprehensive
St Bede's RCVA Comprehensive
St John's RCVA Aided Comprehensive
St Leonard's RC Comprehensive

The Governing Body of the Foundation School listed below are the Admissions Authority to which this scheme applies:

The Hermitage School